

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
CONTRACTS MANAGEMENT BRANCH
FISCAL YEAR 2002-03 CONTRACT PROCEDURES**

COUNTY CONTRACT PROCEDURES

September 5, 2002	Budget is signed.
October 7, 2002	Counties must have DMC providers' contracts in place 30 days following the enactment of the annual Budget Act.
October 21, 2002*	Budget Act allocation information with fiscal detail format will be provided to counties.
December 20, 2002*	Budget Act contract amendment proposals due to ADP.
December 20, 2002 - February 20, 2003*	ADP reviews and approves amendments. Contract packets sent to counties for BOS approval.
December 31, 2002	If contract amendment is not submitted by this date, ADP will begin procedures to stop county NNA payment.
January 2, 2003	ADP begins revision of the contract boilerplate for FY 2003-04.
January 10, 2003	Governor's Budget (preliminary) is released.
March 1, 2003*	ADP releases the preliminary allocation.
March 1, 2003*	ADP surveys counties as to their intent to contract for Drug Medi-Cal (DMC) services and to identify which certified DMC providers will be contracting directly with ADP.

*Approximate dates in the process.

FINAL BUDGET AMENDMENT

March 15, 2003	ADP sends Final Amendment budget diskettes to counties.
April 1, 2003	Counties report unspent SGF to ADP.
April 10, 2003*	Final allocation released.
May 1, 2003*	Final contract amendments are due to ADP.
May 1 - June 1, 2003*	ADP reviews and approves amendments. Contract packets to counties for BOS approval.
June 30, 2003*	BOS-approved final contract amendments are due to ADP.

*Approximate dates in the process.

DIRECT CONTRACT PROCEDURES

September 5, 2002	Budget is signed.
July 31, 2002	Contracts with DMC certified providers in place.
March 1, 2003*	ADP surveys counties as to their intent to contract for DMC services and to identify which certified DMC providers will be contracting directly with ADP.
March 1-15, 2003*	ADP generates provider's Letter of Intent and initiates creation of budget diskette.
March 15- May 15, 2003*	ADP sends Letter of Intent, budget diskettes, and contract boilerplate to certified providers in the county. Providers submit fiscal detail/budget summary to ADP. ADP reviews and approves proposals. ADP sends contract packets to providers.
June 18, 2003*	Approved contracts are due to ADP.

*Approximate dates in the process.